

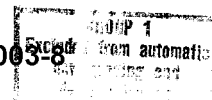
21 January 1964

MEMORANDUM FOR: Executive Officer

SUBJECT : Records Program Background Material

Here are a few notes to simplify your research effort:

- 25X1
1. [ ] sets forth the CIA Records Administration Program and the responsibilities of each office to control and improve the efficiency and economy of its records practices.
  2. As prescribed by regulation, the Office of Security has designated its Records Officer to develop and administer its Program to cover:
    - a. Forms design, control and review.
    - b. Reports analysis and improvement.
    - c. Files procedures, equipment and supplies
    - d. Systems surveys and improvement.
    - e. Records preservation, storage and disposal.
    - f. Vital records scheduling, storage and replacement.
  3. In addition to the Agency Records Program in the Office of Security the Records Officer conducts internal surveys of administrative procedures and practices as requested by the Executive Officer. At present these include:
    - a. Conversion of manual records systems to ADP.
    - b. Elimination of badge photo exchange between two divisions.
    - c. Evaluation of suggestions on systems, forms, files and records.
    - d. Review of policy on Standby Duty Rosters for OS personnel.
    - e. Confer with PhySD and ADP Team on regulations on ADP security.
    - f. Conduct survey on office use of copy machines.
  4. He is also assigned to coordinate in the Office certain external requirements and requests as received. These include:



- a. A security position on retention of Comptroller files.
- b. Review of pending legislation for the General Counsel.
- c. Analysis of safety reporting procedures in O/Pers, Med. Staff and OS.
- d. Preparation of Security reply to DDS Mail Questionnaire.
- e. Confer with DDP officials to resolve computer compatibility.
- f. Created index for O/Logistics security office.

5. More and more Security officials turn to the Records Officer for professional guidance and assistance as was noted in the 100% increase in activity in all phases of the records program in FY 63. Successful projects completed in the last calendar year include:

- Assisted in the development of new in CIA and the*
3. a. Intelligence Damage Assessment forms used Community to ~~with~~ *most possible positive engagements*
  - b. Completely revised Vital Records Schedule for entire Office. *and installed*
  - c. Use of computer to create unique safe combinations. *take action*
  - 2 \* d. Use of computer to analyze case processing for top management in *security clearance processing*
  - e. Use of computer to correct thousands of Special Clearance records.
  - f. Tangible savings exceeding \$20,000 calculated from forms, equipment and records disposal controls.

1. \* He designed and ~~supervised the installation of~~ *consolidated 5 different security indices* into

Records Management Officer/OS

25X1

one computerized index ~~which~~ *covering* ~~all~~ *people* ~~who~~ *hold* ~~security clearance~~ *the index is* ~~system is updated~~ *provides effective* ~~periodic reports for use by Top Management~~ *in control of programming.*